

Arizona Online Instruction Program of Instruction Amendment Request

The *Arizona Online Instruction Program of Instruction Amendment Request* (“AOI Amendment Request”) is used to change the delivery methods for grade levels currently approved to include the provision of specifically online courses or the provision of a comprehensive offering of courses that would constitute an online school under A.R.S.§15-808, for the grades currently approved for the charter. The request must be submitted timely so that it may be processed within the timeframe provided in Rule and implemented before the beginning of a school year. Review the *Meeting Schedule and Notification Request Submission Deadlines* document, available on the ASBCS webpage (<http://asbcs.az.gov>) to determine the deadline for submitting an amendment request to be considered by the Board by a specified date. If the school year has started or will start prior to the request being considered by the Board, an amendment request may not be submitted for implementation of the current fiscal year. An addition of an AOI is not effective until approved by the Board.

Fee: In accordance with A.R.S.§15-183 (X), a non-refundable *AOI Amendment Request* processing fee in the form of a check or money order must be mailed or hand delivered to the Board’s office. A separate \$3,000 is required for each grade category. Grade categories consist of: elementary (K-8), high school (7-12), and/or course provider only. Amendments that include multiple Learning Management Systems or curriculum providers will be evaluated separately and could require an additional fee. Staff will not process any request until the check is received.

Financial Performance Eligibility and Submission Requirements

The *AOI Amendment Request* requires a review of the financial performance of the Charter Holder as described in the *Financial Performance Framework and Guidance* (“FPFG”), available on the ASBCS webpage (<http://asbcs.az.gov>). Before submitting the request, follow the instructions in the Locating Financial Dashboards help file to determine whether the Charter Holder meets the Board’s financial performance expectations for the latest audit submitted to the Board (if the latest audit submitted to the Board is not reflected in the dashboard or no “Financial Performance” tab is found, contact the Board office). If the Charter Holder does not meet the Board’s financial performance expectations, the submitted request will need to include a financial performance response as described in Appendix C of the FPFG, along with a start-up budget, first-year operational budget and budget assumptions for the new site. For more information regarding the budget requirements, please see Appendix B of the FPFG. Requests submitted without required financial information will be deemed administratively incomplete.

Academic Performance Eligibility and Submission Requirements

The Board has approved amendment processes that reduce the charter holder’s submission requirements when the charter holder meets the Board’s academic performance expectations, described in the *Academic Performance Framework and Guidance* document (“Guidance”), available on the ASBCS webpage (<http://asbcs.az.gov>). The following section uses definitions and criteria as adopted by the Board in the *Guidance*.

A Charter Holder with a school eligible to receive an overall rating may submit an *AOI Amendment Request* without including a Demonstration of Sufficient Progress Report if:

- All the schools operated under the charter for which expansion is being requested have an overall rating of “Meets Standards” or “Exceeds Standard” in the most recent fiscal year that State assessment data is available.

To request consideration for eligibility, submit a completed Eligibility Form along with the request.

When one or more schools operated under the charter for which expansion is being requested has a “No Rating” in the current year, the Charter Holder will be required to submit additional information. Please contact the Charter Board office to confirm what additional information will be required.

When one or more schools operated under the charter for which expansion is being requested do not have an overall rating of “Meets Standard” or “Exceeds Standard” in the most recent fiscal year, but did have an overall rating of “Meets Standard” or “Exceeds Standard” in the prior fiscal year, the Charter Holder will be eligible to submit an *AOI Amendment Request* between January 1 to March 31 with a DSP Report.

When one or more schools operated under the charter for which expansion is being requested do not have an overall rating of “Meets Standard” or “Exceeds Standard” for both of the two most recent years that State assessment data is available, the Charter Holder will not be eligible to submit an *AOI Amendment Request* until:

- 1) The Charter Holder submits a letter of intent to appear before the Board for eligibility consideration of an *AOI Amendment Request*, and
- 2) The Board approves the Charter Holder to submit an *AOI Amendment Request*. The Charter Holder will be required to submit a DSP Report with the request, and may only submit the request between January 1 and March 31 of the fiscal year prior to intended implementation.

A Charter Holder with no school eligible to receive an overall rating for which expansion is being requested may submit an *AOI Amendment Request* if one or more associated schools have an overall rating of “Meets Standard” or “Exceeds Standard” in the most recent year for which State assessment data is available. Please contact the Charter Board office to confirm if additional information will be required.

A Charter Holder with no school eligible to receive an overall rating for the charter for which expansion is being requested is not eligible to apply until the school has received an overall rating in the most recent fiscal year for which State assessment data is available or meets the above condition regarding associated schools.

Demonstration of Sufficient Progress: A Charter Holder that may submit an *AOI Amendment Request* but does not meet the above academic performance eligibility criteria will also need to submit a DSP Report, as described in Appendix E of the *Guidance*. The DSP Report Template and the instructions for its completion are both available on the Board’s website under the “Academic Interventions” tab in the “Performance Expectations & Reviews” section.

During the substantive review process, if a DSP Report has been submitted, staff will evaluate the DSP Report and conduct a site visit with the Charter Holder to confirm evidence of actions described in the DSP Report.

For each school operated by the Charter Holder that has an overall rating of “Does Not Meet” or “Falls Far Below” Standard on the most recent Academic Dashboard, but which received an overall rating of “Meets” or “Exceeds” in the prior year, address all measures that received a score of “Does Not Meet”, “Falls Far Below” or “No Rating” in either year

(The following applies only to Charter Holders who have submitted a Letter of Intent for Board consideration and been approved to submit a request with a DSP Report) For each school operated by the Charter Holder that has an overall rating of “Does Not Meet” or “Falls Far Below” Standard on the most recent and prior Academic Dashboards, address all measures, except those measures that received a “Meets” or “Exceeds” on both dashboards.

As part of the administrative review, if an Eligibility Form is submitted, staff will confirm the eligibility for reduced submission and determine that all components of the amendment request are present. If the Charter Holder does not meet the academic performance eligibility requirements and/or one or more components are missing, the request will be deemed administratively incomplete and closed. The notification of administrative incompleteness will include directions for resubmission.

Letter of Intent: A Charter Holder that does not meet the above academic performance eligibility in the prior and current year must submit a letter to the Board requesting to be placed on an agenda for consideration of permission to submit an expansion request. The letter should address:

- Rationale for expanding,
- Scope of the expansion, including whether the *AOI Amendment Request* will be submitted concurrently with any other expansion request,
- Timeframe for implementing the AOI school or program, and
- Description of Charter Holder's capacity to implement expansion while correcting academic deficiencies.

The Letter of Intent must be submitted by the first Monday in February for the regular March Board meeting (last meeting option with the DSP Report submitted after Board approval and before March 31). A Letter of Intent will be placed on the agenda of an upcoming meeting of the Board. Any *AOI Amendment Request* submitted before Board approval of permission to submit, or any request that exceeds the scope specified by the Board, will be deemed Administratively Incomplete and closed.

The Letter of Intent should be sent to Johanna Medina, Director of School Quality at johanna.medina@asbcs.az.gov.

Consideration of Operational Compliance for any charter holder

As described in the Board's policy for conducting compliance checks, Board staff will review the areas listed below to ensure the charter holder meets the level of compliance specified. The following areas will be considered in the compliance check:

- Currently not be having 10% withheld for failure to timely submit its most recent annual audit.
- Be in "good standing" with the Arizona Corporation Commission. This is determined by accessing information available through the Commission's website.
- Not have a repeat corrective action plan issue identified through the most recent annual audit as defined by the Board's Audit & Compliance Questionnaire Follow-up Matrix. The amendment hold remains in place until compliance is demonstrated through the next annual audit or agreed-upon procedures, if the procedures have already been developed by the Board.
- If applicable, have received notification from the Board that the current fiscal year audit corrective action plan has been completed.
- If a special education corrective action plan is in place, be in compliance with the plan's requirements. This is determined by information provided by the Arizona Department of Education's (ADE) Exceptional Student Services Division.
- If applicable, have a "compliant" status confirmed by the ADE's Grants Management Division for each grant for the past four years.
- If applicable, be in compliance with No Child Left Behind requirements. This is determined by information provided by the ADE's Academic Achievement Division.
- If applicable, be in compliance with National School Lunch and Breakfast Programs requirements. This is determined by information provided by the ADE's Health and Nutrition Services Division.
- If applicable, be current in submitting employer and employee contributions and reports to the Arizona State Retirement System (ASRS). This is determined by information provided to the Board by ASRS.

A finding that the Charter Holder is not in compliance in one or more of these areas may result in a delay in consideration of the request by the Executive Director or Board.

Consideration by the Board

A substantively complete amendment request will be placed on the agenda of a regular Board meeting as specified in rule. Amendment requests submitted by Charter Holders that meet the academic performance eligibility requirements and are in current operational compliance may be placed on the consent agenda. The most current academic data will be provided to the Board for its consideration of the amendment request, as well as results of the DSP evaluation (if applicable) and information regarding compliance matters for the Charter Holder of Associated Schools (if applicable) including:

- Whether any portion of an Associated School's state funding is currently being withheld pursuant to action taken by the Board;
- Whether a Notice of Intent to Revoke the Charter is pending for the Charter Holder of any Associated School;
- Whether the Charter Holder of any Associated School is currently scheduled for action by the Board regarding potential withholding of state funding or the issuance of a Notice of Intent to Revoke the Charter.

Completing the Request Form

The following instructions supersede the instructions listed in the upload area of the ASBCS Online system for the *AOI Amendment Request*. Work through the form, filling in all required fields and uploads (denoted by "**"). Follow the instructions for each upload field. Be sure to save your work, even if you aren't prepared to submit your form, so that you do not lose your data.

Change To* – Select the description that accurately identifies how the AOI program will be implemented as a new school site or addition of online courses.

Course Content Areas – Select the core subjects and grade categories that will be served through the AOI School or Program.

Cover Page

Name of Proposed AOI School or Program* - Enter the name of the AOI School or Program.

Proposed Grade levels of AOI School or Program* - Check the boxes for the grades to be served by the new school site or program. The grades must be currently approved for the charter.

Name of AOI School or Program Administrator* - Enter the full name of the administrator.

Administrator's Email Address* - Enter the administrator's email address.

Mailing Address* - Enter the mailing address of the AOI School or Program.

Mailing Phone Number* - Enter the telephone number of the Charter Holder.

Mailing Fax Number* - Enter the fax number of the Charter Holder.

Physical Address* - Enter the street address of the AOI program if participation in the AOI School or Program will require the student to appear physically and on a regular basis to a facility for the purpose of completing AOI coursework. If same as the mailing address, check the box.

Physical Phone Number* - Enter the telephone number of the AOI School or Program.

Physical Fax Number - Enter the fax number of the AOI School or Program, if applicable

Physical Location Approval – Clearly label and upload documentation of facility capacity including:

- A Certificate of Occupancy, approved for educational use, AND

- A current Fire Marshal's Inspection Report.
- If the Certificate of Occupancy and/or Fire Marshal's Inspection Report do not list the capacity load of the facility, provide additional documentation (e.g. floor plans with classroom square footage, architectural drawings clearly indicating internal building dimensions) to document capacity.
- If a Certificate of Occupancy and/or Fire Marshal's Report are not available at the time of submission, an *Occupancy Compliance Assurance and Understanding* form, signed by a charter representative, may be submitted in its place.

Attachments

Formatting Requirements: All documents uploaded to the ASBCS Online System must follow the following formatting requirements:

- The ASBCS Online System uploads only files of the following file types: .doc, .docx, .xls, .xlsx, .pdf
- Each document must have a **Footer** including the document title, the name of the Charter Holder, the page number, and the total number of pages in the document. For example:

Section 5 – Safe Research

Charter Prep, Inc.

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- Fonts must be no less than **11 point**.
- All required information must be included in the narratives or attachments. Information contained in a link to an external document or website will not be considered in the evaluation of this amendment request.
- Any supporting charts, graphs, and tables must be placed in the Appendix and referenced in the narrative.

Once files have been uploaded and saved, view each one to confirm it is the document and version you wish to submit.

Sections 1 – 10*: Upload a clear, specific and concise response to the prompts for each section based on the specific directions, available by clicking the “Download & Read Directions” link under each section.

Appendix* - In addition to the requirements of the Appendix as described on the form:

- (for Charter Holders **meeting** the Academic Performance Eligibility requirements) Upload the completed Eligibility Form.
- (for Charter Holders **not meeting** the Academic Performance Eligibility requirements) Upload the completed **DSP Report**.
- (for Charter Holders not eligible to receive an overall rating) Upload the completed Eligibility Form and any DSP Report(s) (if applicable).
- (for Charter Holders **not meeting** the **Financial** Performance Eligibility requirements) Upload the financial performance response as described in Appendix C of the FPFG, along with a start-up budget, first-year operational budget and budget assumptions for the AOI School or Program.

Board Minutes* - Upload evidence (i.e. minutes) that the proposed charter amendment has been approved by the charter holder. (If the body is subject to Open Meeting Law, minutes must comply with A.R.S. §38-431.01.)